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via

20 May 1963

ADM-24

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MEMORANDUM FOR: Office of the DDR

ATTENTION:

FROM: CIA/Library/Acquisitions Branch/Domestic Section

SUBJECT: DOMESTIC "ANNUAL BOOKS" RENEWALS FOR FISCAL YEAR 1964

DEADLINE 31 MAY 1963

1. Attached are two copies each of a machine listing of "Annual Books" furnished to, or on order for your office through Domestic Section, Acquisitions Branch, CIA Library.

2. One copy of the list has been marked with the present distribution for each title directly below the title. Kindly mark beside each title on this copy either the word RENEW or CANCEL to indicate the action you wish to have taken for FISCAL YEAR 1964. The last page of this copy of the list should be signed and stamped with the proper cost authorization symbols for FISCAL YEAR 1964, and returned to this office by 31 MAY 1963.

3. ANY CHANGES IN OFFICE DESIGNATIONS AND/OR ADDRESSES IN THE DISTRIBUTION SHOULD ALSO BE INDICATED ON THE MARKED COPY OF THE LISTING AT THIS TIME.

4. For new titles or omitted titles prepare a Form 1395 for each title or increase in the number of copies of titles being received. Attach completed Form 1395's to the copy of the listing returned to this office. (Kindly do not submit Form 1395's for items currently on the list which you have indicated for renewal.)

5. On the first page of the marked copy of the list certain columns have been numbered which may be of assistance to you in making your renewal decisions. The legend follows below:

- I. TITLE
- II. PURCHASE ORDER NUMBER
- III. SEQ. NO. NUMBER
- IV. ESTIMATED COST (even dollars no cents)

GROUP I

S E C R E T

SUBJECT: DOMESTIC "ANNUAL BOOKS" RENEWALS FOR FISCAL YEAR 1964

V. NUMBER OF COPIES ORDERED

VI. YOUR OFFICE CODE

VII. RECEIVED DATE (month and year)¹

IX. ACTUAL COST (dollars and cents)

¹Re: Dates

First Digit reflects month:

1 - through 9 being January through September

0 - being October

N - being November

D - being December

Second Digit reflects year

6. The unmarked copy of the listing is for your retention.

7. For further information or assistance please call
extension

8. One note of caution - in submitting subsequent requests for Annuals unless the Remarks section of the Form 1395 carries the phrase "add to Annuals list" your request will not be included in future Annuals lists sent to your office by us.

9. THE MARKED COPY OF THE LIST SHOULD BE RETURNED TO:

Chief, Acquisitions Branch

S E C R E T

GROUP I

Excluded from automatic downgrading
and declassification